

Access the Website:

1. Open an Internet browser (such as Internet Explorer or Netscape)
2. In the address window type: **eme.ssa.gov**

OR

Click on this link: <http://eme.ssa.gov>

3. Once you have this page up, click on Favorites
 - o Select “Add to Favorites”
 - o In the name field, type **Electronic Records Express**
 - o Click OK
4. Enter your Username
5. Enter the password given to you by phone.

Change Your Password:

If this is the first time you are logging on, you will be required to change your password.

1. Enter the password we gave you in the old password field.
2. Enter a new password that is at least 7 characters long and includes both letters and numbers.
3. Enter the new password again into the Confirm New Password field.

Update User Information:

Your user profile information that we currently have in our records can be modified via the “Modify your account information” link on the Electronic Records Express Website Homepage. If our records are incorrect, change your profile information by performing the following steps:

1. Select the “Modify your account information” link.
2. Enter your new profile information within the appropriate fields.
3. Select the “Modify” button to forward the change.
4. Select the ‘Submit’ button to submit the change.
5. A Confirmation Email will be sent to you once the change is processed.

Review/ Submit CE Report:

Look on the right under the **Consultative Examination (CE) Services** heading and select “**Review/ Submit CE Report**”. This option will take you to the **Electronic Records Express – Review/ Submit CE Report Page**.

Step 1 - Review/Submit CE Reports – Report List

- You may click on the heading of each column to sort the displayed information by that column in ascending or descending order.
- Click on “Last Name”, “First Name” or “Review” next to each CE report to review the details or take appropriate action.

Step 2 - Review/Submit CE Reports – Request Details

- Review the Request Details that were input by the CE Administrative staff.
- If the information is correct, no changes are necessary select the continue button and proceed to Step 3.

- If the information input by the CE Administrative staff is not correct make the necessary corrections, select the continue button and proceed to step 3. (Note: *Request Details for requests sent through Electronic Outbound Request can not be modified.*)

Step 3 - Add and/or Remove Documents and/or Comments/Submit CE Report

- Review the files uploaded and any comments entered by the CE Administrative staff and verify the accuracy of the information. The doctor has the ability to delete files and add new ones. If the doctor would like to add new files go to step 4, if the doctor would like to delete files go to step 5 else go to step 6.

Step 4 - Select the “Browse” button to select the file to send. (Do not send files that are password protected.)

- Select the “Add Another File” button to send additional files. ***Only files for the SSN identified in this report can be sent with this transaction.***
- Go to step 6.

Step 5 - Select the “Delete” link to remove files from the report.

Step 6 – Review Comments that may have been entered by the CE Administrative staff and provide any additional details

Step 7 – Electronically Sign

- Read the statement and indicate your understanding by checking the checkbox next to the attestation.
- Select the “Submit” button to provide electronic signature and to forward this information to the selected DDS office.

Step 8 - A confirmation page is displayed to notify you that the transaction has been submitted. A confirmation number is generated for your reference.

Access Keys:

This application contains access keys to improve navigation and provide information. You will find a list of these keys in the table below:

Button	Access Key
Add Another File	2 – 8 (number corresponds to the file to be added)
Cancel	n
Continue	c
Edit	w
Home	m
Prior	p
Send Another Report	r
Send Another Response	r
Submit	b
Try Again	g

Other keyboard commands, hotkeys or access keys will vary based upon the browser and the version of the browser that you are using. A list of these commands can be found in the Help section of your browser. The Help feature can be located on the Menu bar of your browser or by using the F1 function key on the keyboard. Any assistive devices that you may be using will also have a list of these shortcut keys in their Help section.

Note:

1. To use these keys select the “Alt” button on your keyboard and the access key simultaneously.

2. **Internet Explorer 6 Browser Users Only:** In order to trigger the “Browse” button on the Electronic Records Express Submission pages you will need to use the space bar if you are using keyboard access.